

ELECTRONIC REPORTING TOOL (ERT)

USERS GUIDE

Version 3.1

June 2009

ERT v 3-1

ERT - Main Menu

Setup / Test Plan

Facility Info

Process Info

Locations / Methods

Signatures

Full Test Plan

Test Data

Run Data

Process Data

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Test Plan Review

Test Plan Review

Test Data Review

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Test Review

DQQ's

Printed Reports

Test Plan

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Test Report

Test Report

Report Signatures

Emission Factor Export

Select Project Data Set Create New Project Data Set Save Project Data Set As Compact Project Data Set

Current Project Data Set: C:\Devapps\ERT\ProjectData\EWS Example Data v3.mdb

Project Submittal History:

Action	SubmitDate	SubmittedTo	SubmittedFrom	Comment
Submit Test Plan	5/15/2005	NC Agency	MACTEC	1st Final
Approve Test Plan	5/14/2005	MACTEC	NC Agency	Approved

Record: 1 of 2

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Chapter 1: Introduction

Thank you for using this version of EPA's Electronic Reporting Tool (ERT). Please keep checking http://www.epa.gov/ttn/chief/ert/ert_tool.html for the latest version of ERT and the User's Manual.

What is ERT

The ERT is used to electronically create and submit stationary source sampling test plans to regulatory agencies and, after approval, to calculate and submit the test results as an electronic report to the regulatory agency. It also has the ability to create an XML export file for the WebFIRE emission factor database.

ERT Main Parts

The ERT is comprised of a Microsoft Access Database Application, the Project Data Set, and a Microsoft Excel spreadsheet.

ERT Application

ERT is available in two versions: the first is a standalone system that does not require having a pre-installed copy of Microsoft Access; the second version requires having Microsoft Access installed. Before running the ERT for the first time, please refer to *Chapter 2: Before You Begin* for instructions. The Application is the part that you will run and has all the screens, reports, calculations, and other items necessary to create and distribute the test plan and test report.

Project Data Set

The Project Data Set (PDS) is also a Microsoft Access Database that contains the Test Plan and Test Report Data. This is the file that will be exchanged between the source test contractor, the client, and the State Agency. Each PDS contains information for one test report. When the ERT is started initially, you are prompted to name the PDS that is created automatically in a "ProjectData" directory by the ERT. Thereafter, the last PDS used is remembered by the ERT when restarted. There is no limit on the number of PDS files, but only one PDS can be opened at a time.

Excel Spreadsheet

The Excel spreadsheet is the final part of the ERT. This spreadsheet can be used in the field (or office) to enter the run information. The ERT has the ability to import data from this spreadsheet into the selected PDS.

Basic Workflow

The basic work flow is as follows:

- Source or Testing Company
 - Creates the test plan
 - Updates submittal history
 - Submits PDS file to Regulatory Agency
- Regulatory Agency
 - Reviews test plan
 - Approves test plan or marks areas where more information is needed
 - Updates submittal history
 - Submits PDS file to source or testing company
- Source or Testing Company
 - If test plan not approved, updates the test plan, submittal history, and resubmits to the agency
 - If approved, does test run
 - Enters run data into spreadsheet or directly into ERT
 - Enters lab data into ERT
 - Attaches supporting documentation
 - Updates submittal history
 - Submits PDS file to agency
- Regulatory Agency
 - Reviews PDS file
 - Updates submittal history
 - Submits PDS file to EPA for inclusion in WebFIRE (Optional)

Chapter 2: Before You Begin

Here are some tips to help complete each section of the ERT.

Test Plan

Although not needed to input the minimum information required to complete a test plan in ERT, it is recommended that a copy of the operating permit for the affected source be available. The permit will provide most of the site identification information needed for ERT.

Test location information is the same as normally required for test plans, but process descriptions have been expanded so that ERT can be used to develop and report emission factors for a process line. The expanded information includes:

- Process rate information,
- Parameters to document process conditions during the testing, and
- Air Pollution Control Device (APCD) operating parameters.

This information should be on hand to facilitate data entry.

Manual Sampling Data

ERT allows entering run data two ways – using the included spreadsheet and importing the data into ERT, or entering the data directly into ERT. The spreadsheet supplied with ERT was taken directly, with permission, from Walt Smith's training courses and follows a common format for field data entry. (Note: If you do not want to use the supplied Excel form to import data, you must manually input run data into ERT. If you use your own data reduction spreadsheet it is recommended that you attach it as a reference document for submission with the completed ERT.)

The ERT has been designed to accept data for most of the individual test methods commonly used today. Although we recognize that some test methods may be combined to minimize the number of sample trains in operation, ERT has not been set up to include all possible combinations. Therefore, if a single train is used for multiple methods (example: Method 5 and Method 29), data for each method must be entered into the ERT separately. To avoid the need to enter the same run data multiple times, we recommend the use of the included Excel spreadsheet and importing the data into each method, as appropriate.

Instrument Sampling Data

At this time, ERT requires manual entry of instrumental test data, which is input by location and method. To allow for automatic calculation of system bias and linearity, each calibration standard must be entered into ERT under item 16 of the Test Plan tab.

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Chapter 3: Getting Started

Downloading and Installing ERT

The EPA website http://www.epa.gov/ttn/chief/ert/ert_tool.html contains the latest versions of ERT, the ERT with Microsoft Access Runtime, the Spreadsheet, the User's Manual, and example data sets.

Which Version Do I Need?

Because ERT is a Microsoft Access application, it requires the use of Microsoft Access or the Runtime version of Microsoft Access. The Runtime is a free version of Access that allows users to run Access applications without having the full version of Access installed on their computer.

If you have Microsoft Access version 2000 or later:

- From the above EPA website, download the **ertv*.zip** file. This file includes the ERT version 3.0 Microsoft Access file, the Excel spreadsheet and the User's Guide.

NOTE: This file may be named slightly differently. The "*" is the version number and will change as the ERT versions change, i.e. **ertv4.zip**.

- To run ERT, unzip this file to any folder such as "c:\program files\ERT" and double click on ERT3.mdb.

If you do **NOT** have Microsoft Access:

- You will need to install the Runtime before you can run ERT. From the EPA website, download the version of ERT that contains ERT and the Access Runtime, currently named **ertv3runtime.zip**. See the note above about possible naming updates. This file includes the setup routine that will install the ERT application, the Excel Spreadsheet, Microsoft Access Runtime, and the User's Guide.
- To run ERT, unzip this file in a temporary folder and run the SETUP.EXE.
- After the setup, you can launch ERT from your desktop icon or from the Start Menu. The unzipped files in the temporary folder may be deleted after the setup is run.

Example Data

The EPA website also contains example data for use with ERT. Download the file **ertv3exampledata.zip**. Please see the note above for possible file name

changes. This file includes an example Project Data Set (PDS) and the associated spreadsheet. Unzip the files to your hard drive and use ERT to select the Example Data V3.mdb file. See the [Selecting a Project Data Set](#) section for more information on selecting a PDS.

Starting ERT

To start ERT, double click ERT.mdb file or the ERT icon on your desktop.

Depending on how your version of Access is configured, you may see a Security Warning screen when you try to start ERT.

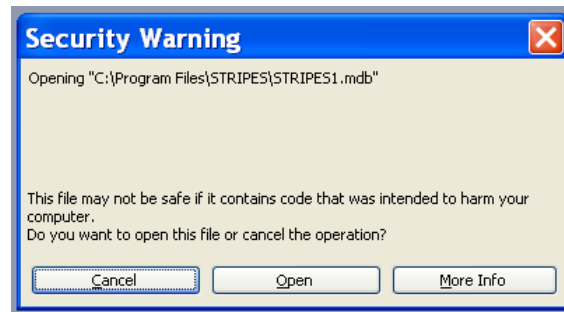


Figure 1 - Security Warning

If this warning (or a similar one) appears, click the **Open** button to continue loading the ERT into Access.

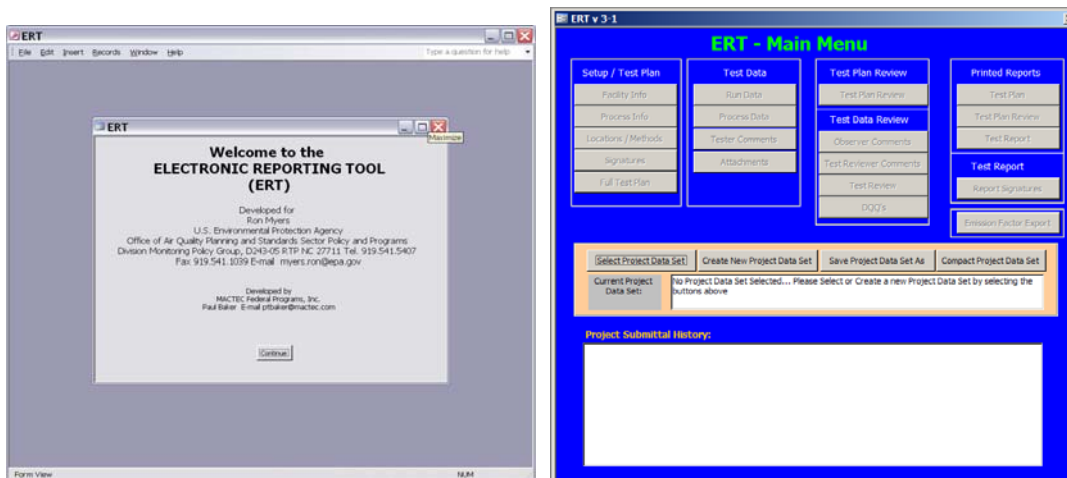


Figure 2 - ERT Welcome Screen and Main Menu

The first time the ERT loads, it is necessary to select or create a PDS file.

Project Data Sets

The PDS is a Microsoft Access .mdb file that contains all the information for a single source test. This includes the test plan, run data, test report, test review, and any supporting documentation that has been included as attachments.

The PDS file contains all the information necessary to be submitted to the regulatory agency for review and approval, as well as to EPA (along with the WebFIRE export file) for emission factor development. When the PDS is sent to the regulatory agency, the agency can use ERT to review and approve the PDS for the source test.

You can select, create, save as, or compact a PDS from the **Project Data Set** area of the **ERT Main Menu**.

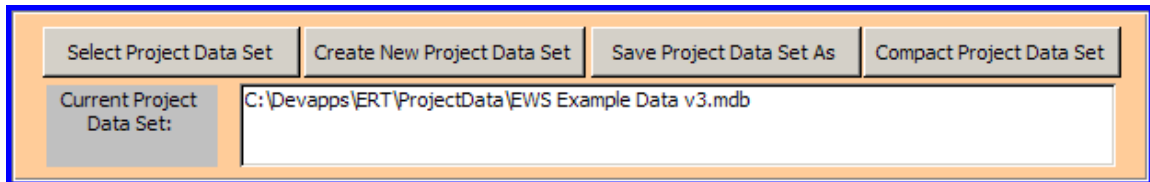


Figure 3 - Project Data Set Area of the ERT Main Menu

Creating a Project Data Set

- Click **Create New Project Data Set** from the **Project Data Set** area of the **ERT Main Menu**.

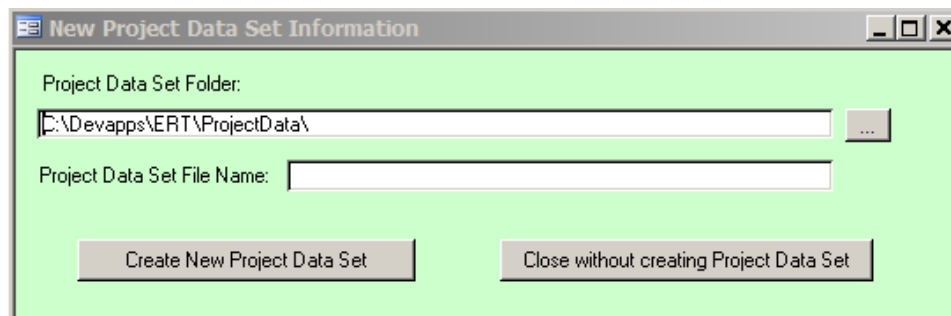


Figure 4 - Create New Project Data Set Screen

- Enter the location of the folder to store the PDS or let it stay in the default folder.
- Enter a name for the PDS file.
- Click **Create New Project Data Set** to create a PDS with the name you entered in the folder you entered

OR

- Click **Close without creating Project Data Set** to cancel.

Selecting a Project Data Set

- Click **Select Project Data Set** from the **Project Data Set** area of the **ERT Main Menu**.

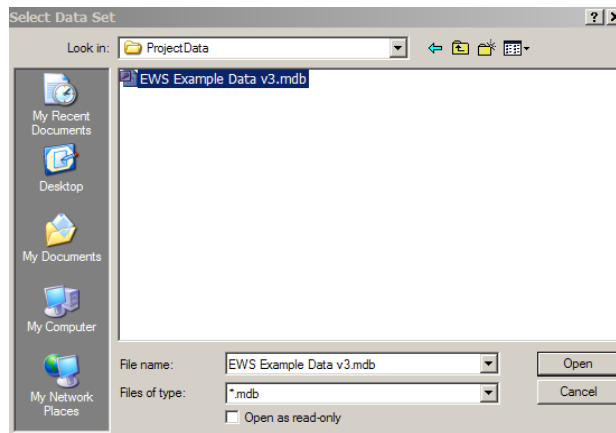


Figure 5 - Select Project Data Set Window

- Select the PDS from the default folder (ProjectData) or browse to the folder containing the desired PDS and select the file and click **Open**.
- You will be asked if you want to change to the select PDS file. Click **ok**.
- Click **ok** at the confirmation screen and ERT will be using the selected PDS file.

Performing a Save As on a Project Data Set

Source Tests for similar sources may contain some of the same information. To keep from having to enter the same information for similar tests, ERT has the ability to save the currently selected PDS as a Template. When this happens, a new PDS is created with the current test plan information saved and all the other data deleted. The new Template PDS can then be used as a starting point for a similar source test.

ERT also has the ability to save all of current PDS data into a new PDS.

- Click **Save Project Data Set As** from the **Project Data Set** area of the **ERT Main Menu**

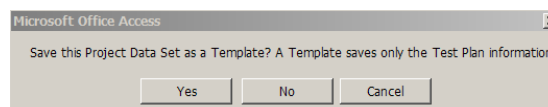


Figure 6 - Save Project Data Set As Window

- Click **Yes** to save the current PDS as a Template (saving test plan data only).
- Click **No** to save the current PDS (saving all data).
- Click **Cancel** to cancel the operation.

Compacting a Project Data Set

Because of the way Microsoft Access database files use disk space, they need to be compacted periodically to free the unused disk space and make the .mdb file smaller. ERT has the ability to compact the currently selected PDS.

- Click **Compact Project Data Set** from the **Project Data Set** area of the **ERT Main Menu** – a message will alert you when the process is complete.

Project Submittal History

The Project Submittal History area of ERT allows you to keep track of where the PDS is in the workflow of the Source Test process. (Please see the previous [Basic Workflow](#) section for more information on the workflow process.) At the completion of each step (Test Plan, Test Plan Review, Test Report, Test Report Review / Approval), the action, the date submitted, to whom it is being submitted, who made the submission, and any special comments are entered into this area.

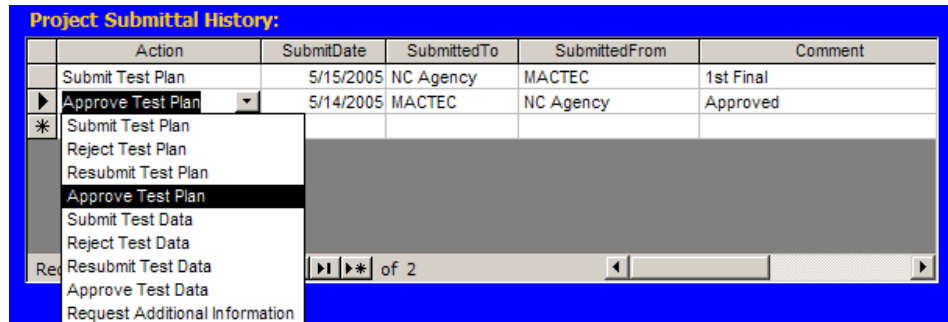


Figure 7 - Project Submittal History Area of the ERT Main Menu

To enter the submittal history, select the **Action** from the dropdown list and enter the other information in the columns. The actions are:

- Submit Test Plan
- Reject Test Plan
- Resubmit Test Plan
- Approve Test Plan
- Submit Test Report
- Reject Test Report
- Resubmit Test Report
- Approve Test Report
- Request Additional Information

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Chapter 4: Create Test Plan/Test Report

Figure 8 shows the functional areas of the **ERT Main Menu**.

- Setup / Test Plan
- Test Data
- Test Plan Review / Test Data Review
- Printed Reports / Test Report
- Emission Factor Export
- Project Data Set
- Project Submittal History.

ERT - Main Menu

Setup / Test Plan

- Facility Info
- Process Info
- Locations / Methods
- Signatures
- Full Test Plan

Test Data

- Run Data
- Process Data
- Tester Comments
- Attachments

Test Plan Review

- Test Plan Review
- Test Data Review
- Observer Comments
- Test Reviewer Comments
- Test Review
- DQQ's

Printed Reports

- Test Plan
- Test Plan Review
- Test Report
- Test Report
- Report Signatures

Emission Factor Export

Project Data Set

Select Project Data Set Create New Project Data Set Save Project Data Set As Compact Project Data Set

Current Project Data Set: C:\Devapps\ERT\ProjectData\EWS Example Data v3-1.mdb

Project Submittal History:

Action	SubmitDate	SubmittedTo	SubmittedFrom	Comment
Submit Test Plan	4/15/2005	NC Agency	MACTEC	1st Final
Approve Test Plan	5/14/2005	MACTEC	NC Agency	Approved

Record: 2 of 2

Figure 8 - ERT Main Menu

If you are working with a new (empty) Project Data Set (PDS) you will only be able to access the **Setup / Test Plan** functions of the ERT. After you have completed entering the setup information, you will be able to access the other menu items. If you have already entered data into a PDS (or will be working with the example dataset provided on the website) and it has not already loaded, click the **Select New Project Data Set** button from the **Project Data Set** area of the **ERT Main Menu** and follow the file select dialog instructions.

Test Plan

Data Entry Process

To begin the data entry process, click **Facility Info** in the **Setup / Test Plan** on the **ERT Main Menu**. The screen shown in Figure 9 - Test Plan Facility/Tester Tab will appear. This screen contains a series of data entry tabs that cover the information required for a test plan. There are 10 tabs or sections in the test plan module:

Requested Information

The information requested has been selected to adequately characterize a facility, the regulatory use of the data, and what tests are to be performed. In general, providing this information will give the test plan reviewer enough information to evaluate the test plan without needing additional information. However, it is not possible to create a generic list of information that includes all the information for all test plan scenarios. Use comments and attachments to provide information in the test plan to facilitate review whenever possible. Complete all sections to speed the test plan review and approval process. You may access specific sections of the Test Plan data entry form by clicking the other control buttons on the ERT Main Menu (e.g. **Locations/Methods**).

Screen Navigation

Move from one section to the next by clicking the **Next Page** button located in the bottom right corner of the screen or by clicking on the desired Tab of the data entry form. You will generally have two options for entering data in the form, either typing in the spaces provided or using the cut and paste method to extract information from other electronic documents.

Screen Help Tips

Moving your mouse over underlined field labels displays a “pop up” help tip window that provides a detailed description of what is needed for that field. Moving the mouse over fields not underlined will display a smaller description of the field.

Facility/Tester Screen

Enter information about the facility and the testing company.

Test Plan

Test Plan Title: Test Plan Date:

Facility/Tester | Permit/SCC | Regulations | Process/APCD | Locations/Methods | Methods cont. | Audit/Calibrations | Schedule | Signatures | Attach.

Facility Name:
Enter the name of the facility

Address: Enter physical Address

City: Enter physical city

State/Zip:

Contact: Person to contact for more detail

Phone: Of above person

Fax: Of above person

email: Of above person

AFS Number:

Industry NAICS: <http://www.census.gov> [Search on the Web](#)

FRS: <http://www.epa.gov/er> [Search on the Web](#)

Latitude:

Longitude:

Testing Company:
Name of primary testing organization

Address: US postal address of above

City: US postal address of above

State/Zip:

Contact: Field test leader

Phone: Of above person

Fax: Of above person

email: Of above person

[Next Page](#)

Figure 9 - Test Plan Facility/Tester Tab

- **Facility Information:** Enter the name, address, and contact information of the facility.
- **Testing Company:** Enter the name, address, and contact information of the primary testing organization.
- **AFS Number:** EPA AIRS Facility System (AFS) Number
- **Industry NAICS:** North American Industry Classification System
- **FRS:** EPA Facility Registry System number (FRS)

Note: If you have access to the Internet, clicking on "Search on the Web" will connect to a website that will allow you to search for your NAICS or FRS number.

Permit/SCC Screen

The **Permit/SCC** tab screen is where permit information is input, including process rate information. Also, this is where the SCC code is selected by clicking on the **Select SCC from list** button. This allows you to determine the SCC code via a series of drop-down menus for each of four levels.

The screenshot shows the 'Test Plan' window with the 'Permit/SCC' tab active. The form contains the following fields and values:

- Test Plan Title:** Emissions Testing of Wood Chip Dryer 2
- Test Plan Date:** 5/25/2009
- Air Permit Number:** NC666-1234
- Permitted State Source ID/Name:** DR2, Dryer 2
- Permitted Maximum Process Rate:** 175 Tons per Hour
- Maximum Normal Operation Process Rate:** 150 Tons per Hour
- Target Process Rate for Testing:** 125 Tons per Hour
- SCC:** 10300103, External Combustion Boilers - Commercial/Institutional - Anthracite Coal - Hand-fired
- Target Parameter:** Anthracite Burned
- Process Rate:** Tons
- U (+/-):** 0
- Pollutant Unit of Measure:** Lb
- U Desc.:** (empty)

A 'Next Page' button is located at the bottom right of the form.

Figure 10 - Test Plan Permit/SCC Tab

- **Air Permit Number:** State or Federal Permit Number
- **Permitted State Source ID/Name:** If you received a Section 114 letter, enter the Unit ID as it appears in the letter. This ID will allow the facility to be matched with other data reported in the 2008 Combustion Survey. Otherwise, enter the Source ID from the Permit.
- **Permitted Maximum Process Rate:** Rate as listed in Title V or State Permit.
- **Maximum Normal Operation Process Rate:** From previous years' operations.
- **SCC/Desc:** Select the Source Characterization Code from the series of dropdown lists.

Note: The fields with yellow background are filled in automatically when the SCC is selected from the series of dropdown lists.

Regulations Screen

Input the test purpose and regulations pertaining to the test here.

Test Plan Title: **Test Plan Date:**

Facility/Tester Permit/SCC **Regulations** Process/APCD Locations/Methods Methods cont. Audit/Calibrations Schedule Signatures Attach.

1. What is the specific purpose for the proposed testing?

List the primary reasons for performing this emissions test. If known list those pollutants that are of primary interest. Some examples are: Demonstrate compliance with total filterable PM, SO₂ and NO_x emissions limit stipulated in 40CFR60 Subpart Da and State Rule XX-YY-ZZ.

2. List all state and federal regulations that apply to the proposed testing:

Regulation Description	Compound	Limit	Unit
		0	

Record: 1 of 1

3. Will the test results be used for other regulatory purposes (e.g., emission inventories, permit applications, etc.) beyond that stated above? If yes, explain.

List the secondary reasons for performing this emissions test. If known list those pollutants that are of secondary interest. Some examples are: Determine emissions of CO, THC, VOC and condensable PM emissions for use in emissions inventory reporting and determination of fees.

Next Page

Figure 11 - Test Plan Regulations Tab

- **1. What is the ...** : List the primary reasons for performing this emissions test. If known, list those pollutants that are of primary interest. Some examples are: Demonstrate compliance with total filterable PM, SO₂ and NO_x emissions limit stipulated in 40CFR60 Subpart Da and State Rule XX-YY-ZZ.
- **2. List all state ...** : Enter the **Regulation description** or name and the **limit**. The **compound** and the **unit** may be selected from pick lists.
- **3. Will the test ...** : List the secondary reasons for performing this emissions test. If known, list those pollutants that are of secondary interest. Some examples are: Determine emissions of CO, THC, VOC and condensable PM emissions for use in emissions inventory reporting and determination of fees.

Note: Pressing "Shift F2" will expand the currently selected text field to a larger window to allow for easier editing.

Process/APCD Screen

The screenshot shows the 'Test Plan' window with the 'Process/APCD' tab selected. The window has a title bar and a menu bar. Below the menu bar, there are fields for 'Test Plan Title' and 'Test Plan Date'. A tabbed interface shows 'Process/APCD' as the active tab, with other tabs like 'Facility/Tester', 'Permit/SCC', 'Regulations', 'Locations/Methods', 'Methods cont.', 'Audit/Calibrations', 'Schedule', 'Signatures', and 'Attach.'. The main content area is divided into four sections:

- 4a. Enter the process data to be documented during testing. (note: required before test data entry)**

Process Parameter	Units	Target Value	Comments
Heat Input	Million Btus/hr	0	
predictive accuracy of facility emissions.		0	
list process parameters that should be monitored for improved		0	

Record: 1 of 5
- 4b. Enter the process lab data to be documented during testing. (note: required before test data entry)**

Analysis Required	Units	Comments
List process parameters requiring lab analysis to determine some characteristic of feed, output or byproduct from process.		
*		

Record: 1 of 2
- 5a. Please give a brief description of the source (including control equipment) and attach source or process flow diagram:**

Attach File

This description should describe the process and associated controls to differentiate this facility from, or document similarity with others of same SCC.
- 5b. Control Devices: (note: required before test data entry)**

Control Device
List all emissions control devices in order of process flow. Choose from drop down lists. If not on list add description and provide detailed description in section 5a.

Record: 1 of 3

Column widths may be changed by user.

Next Page

Figure 12 - Test Plan Process/APCD Tab

- 4a. Enter the process...** : If required for the test, report the average heat input (mmBtu/hr); average fuel composition feed rate; and average steam output (1000 lb steam/hr) during each run. If a control device is installed, report control device operating or monitoring parameters during each run (including, as appropriate, flue gas flow rate, pressure drop, scrubber liquor pH, scrubber liquor flow rate, sorbent type and sorbent injection rate), and process parameters (such as oxygen). Following is a description of the fields:

Process Parameter: Name the process parameter to have data collected, such as fuel flow, dryer temperature, etc. The first entry (yellow background) comes from the selected SCC.

Units: Units of measure.

Target Value: If there is a limitation or desired value, include it here.

- 4b. Enter the process...** : List process parameters requiring lab analysis to determine some characteristic of feed, output or byproduct from process.
- 5a. Please give a...** : This description should describe the process and associated controls to differentiate this facility from, or document similarity with, others of same SCC.

- **5b. Control Devices:** List all emissions control devices in order of process flow. Choose from dropdown lists. If not on list, add description and provide detailed description in section 5a.

Locations/Methods Screen

Input sampling locations and sampling methods using this screen.

Figure 13 - Test Plan Locations/Methods Tab

- **6. Please enter sampling....:** The location of the test. Following is a description of the fields:
 - Location:** Enter the sampling location name, such as inlet, stack, ESP inlet, scrubber outlet, etc.
 - Num. Points:** Number of total sampling or traverse points.
 - # of Ports:** Number of access or sampling ports used for testing.
 - Rnd. Duct Diam.:** Round duct diameter. The diameter of the sampling location, cross-section if round. Use/leave as zero (0) if the location is rectangular.
 - Duct Len:** Duct length or depth. If the sampling location is rectangular, input the length or depth of the duct. Use/leave as zero (0) if the location is circular or round.

- | | |
|--------------------------|---|
| Duct Width: | If the sampling location is rectangular, input the width of the duct. Use/leave as zero (0) if the location is circular or round. |
| Equiv. Diam: | Equivalent diameter of a rectangular duct as calculated per Method 1. Currently, this is an input value. In the future, this parameter will be calculated from the duct dimensions. |
| Up Stream Dist.: | Distance to upstream disturbance. |
| Dwn Stream Dist.: | Distance to downstream disturbance. |
- **7a. Please provide the...** : If you received a Section 114 letter, each test should be comprised of three runs. Click "Add Target Parameter" to select a method and compound, or select the method by selecting the compound first. The following is a description of the fields:

Location:	The choices are from Item 6. If the location is missing, add the location in Item 6. This is required and will be used by ERT during the data inputting process.
Target Parameter:	This is the analyte or compound, or pollutant that is being tested. This is required and will be used by ERT during the data inputting process.
Test Method:	The method to be used to determine the analyte emissions is input here. This is also required by ERT and will be used during the data inputting process.
Num Test Runs:	Enter the number of runs to be performed at the selected location.
Test Run Duration:	Input the desired sampling time duration, in minutes, for each run.
Comments:	Add any additional comments here.
 - **7b. Please select the...** : If you received a Section 114 letter, the units of measure for each method should match the units provided in Table 1.2 of Enclosure 1. Click "Add Emissions/Concentrations" to select from a list. Following is a description of the fields:

Location:	The choices are from Item 6. If the location is missing, add the location in Item 6. This is required and will be used by ERT during the data inputting process.
Method:	The method to be used to determine the analyte emissions is input here. This is also required by ERT and will be used during the data inputting process.
Emission/Concentration:	The emission concentration that is being calculated.

Correcting Diluent: O2 or CO2.

Correction %: The percentage the analyte is corrected.

Add Target Parameters

Figure 14 - Add Target Parameters Screen

- **Select Location:** Select the location from the pick list.
- **Select Method:** Select the method from the pick list. This will display the compounds associated with the selected method in the Available Compounds window.
- **(Select Method by Compound):** This is an alternative way to select the method. Use this if you know the compound but not the method to be used.
- **Available Compounds:** This is the list of compounds associated with the selected method.
- **Selected Compounds:** This is the list of compounds that have been selected.
- **Number of Test Runs:** The number of test runs.
- **Test Run Duration (mins):** The duration of each test run.
- **Selecting/moving compounds:**
 - **Double clicking:** Will move the selected compound to the other window.
 - **">":** Will move the highlighted compound to the *Selected Compound* window.
 - **">>":** Will move all compounds to the *Selected Compound* window.
 - **"<":** Will remove the highlighted compound from the *Selected Compound* window.
 - **"<<":** Will remove all of the compounds from the *Selected Compound* window.

Add Emissions/Concentrations

Select Method and Compounds for Location

Select Location, Method, and Emissions / Concentrations

Select Location - Method:

Stack Exit - Method 1 - 4

Available:	20	Selected:	5	Corrected	%
grains/dscf corrected		grains/dscf		0	
grams/hr		lb/hr		0	
grams/minute		lb/million BTU using O2		0	
lb/cf NG		mg/dscm		0	
lb/million BTU using CO2		ppm		0	
lb/minute					
mg/dscm corrected					
ng/dscm					
ng/dscm corrected					
percent(%)					
percent(%) corrected					
pg/dscm					
pg/dscm corrected					
ppb					
ppb corrected					
ppm corrected					
ppt					
ppt corrected					
ug/dscm					
ug/dscm corrected					

Hold Ctrl or Shift to select multiple records

Exit Save Selected Items

Figure 15 - Add Emissions/Concentrations Screen

- **Select Location – Method:** Select the location – method combination.
- **Available:** List of available calculation units.
- **Selected:** List of selected calculation units.
- Selecting/moving calculation units:
 - **Double clicking:** Will move the selected item to the other window.
 - **>:** Will move the highlighted item to the *Selected* window.
 - **<<:** Will remove all of the items from the *Selected* window.
 - **<:** Will remove the highlighted item from the *Selected* window.

Note: When selecting a corrected calculation (i.e. ppm corrected) you will be prompted for the corrected analyte (O2 or CO2) and for the corrected percentage.

Methods Continued Screen

Test Plan

Test Plan Title: Test Plan Date:

Facility/Tester Permit/SCC Regulations Process/APCD Locations/Methods **Methods cont.** Audit/Calibrations Schedule Signatures Attach.

8. Describe below or attach complete documentation of all modifications and/or deviations to the applicable test methods. If major modification and/or alternative methods requested, attach documentation of request AND approval, including dates.

In this section it is suggested that the promulgation date of any specified test method be identified. This field is an appropriate place to document any modifications that are necessary to conduct the emissions test if they are outside the requirements of the cited method. If this modification was approved verbally by a regulatory agency, the name and date of approval should be included. Written formal approval should be attached to this file using the "Attach File" button. Test methods that are different from those published in the Federal Register should be attached using the "Attach File" button.

9. Does the proposed sampling location meet the minimum EPA Method 1 criteria for acceptable measurement sites? Please list below or attach the supporting documentation. ☐ Yes ☒ No

In this section, provide documentation about the compliance of the sampling location to Method 1 criteria AND if the site meets these requirements, change the check box. If the sampling location does not meet Method 1 requirements indicate the method used to make the sampling location representative of the emissions from the source.

10. Has absence of cyclonic flow been verified per EPA Method 1 (Section 2.4)? If no, absence of cyclonic flow must be verified prior to testing. If yes, please attach supporting documentation. ☐ Yes ☒ No

This field is for the documentation of the absence of cyclonic flow that is available at the time of the Test Plan generation. If this documentation is not available at this time, documentation is required during the performance of the emissions test.

11. Select the method that will determine the oxygen concentration :

Figure 16 - Test Plan Methods cont. Tab

- 8. Describe below or....:** In this section, it is suggested that the promulgation date of any specified test method be identified. This field is an appropriate place to document any modifications necessary to conduct the emissions test if they are outside the requirements of the cited method. If this modification was approved verbally by a regulatory agency, the name and date of approval should be included. Written formal approval should be attached to this file using the "Attach File" button. Test methods that are different from those published in the Federal Register should be attached using the "Attach File" button.
- 9. Does the proposed....:** In this section, provide documentation about the compliance of the sampling location to Method 1 criteria AND if the site meets these requirements, change the check box. If the sampling location does not meet Method 1 requirements, indicate the method used to make the sampling location representative of the emissions from the source.
- 10 Has absence of....:** This field is for the documentation of the absence of cyclonic flow that is available at the time of the test plan generation. If the documentation is not available at this time, documentation will be required during the performance of the emissions test.

- 11. Select the method...:** If flue gas characterization is for molecular weight purposes only, you may:
 - if ambient air, assign a molecular weight of 29.0 (per Method 2)
 - if source is a combustion source, assign 30.0 for molecular wt.
 Use Method 3:
 - if using CO₂ or O₂ and stoichiometric calculation
 - if for molecular weight only, Orsat or Fyrite
 Use Method 3A Instrumental
 Use Method 3B for emission rate correction factors or excess air

Audit/Calibrations Screen

Test Plan

Test Plan Title: Test Plan Date:

Facility/Tester | Permit/SCC | Regulations | Process/APCD | Locations/Methods | Methods cont. | **Audit/Calibrations** | Schedule | Signatures | Attach.

12. Do any of the proposed test methods require analysis of EPA audit samples? If yes, notify Regional Office at least 45 days prior to testing to allow for audit sample preparation and shipment. ☐ Yes ☒ No

13. Has all testing equipment been calibrated within the past 12 months? If no, please explain. ☐ Yes ☒ No

It is expected that the response to this question will be "Yes". This highlights the need to attach the documentation of the calibrations for all equipment used during the conduct of the emissions test.

14. Will all calibration gases be certified by EPA Traceability Protocol procedures? If No, describe certification procedure below. ☒ Yes ☐ No ☐ N/A

15. Is a dilution system (via EPA Method 205) proposed? ☒ Yes ☐ No ☐ N/A

16. If applicable, list the expected calibration gas concentrations for all proposed instrumental test methods. Include as much information as is known at this time.

CylID	Compound(Analyte)	CertProcedure	CertValue	UncertainPercent	CertDate	ExpDate
▶			0	0		

Record: 1 of 1

Next Page

Figure 17 - Audit/Calibration Tab

- 12. Do any of...:** Be sure to notify the appropriate office within the required timeframe..
- 13. Has all testing...:** It is expected that your response to this question will be "Yes". This highlights the need to attach the documentation of the calibrations for all equipment used during the conduct of the emissions test.
- 14. Will all calibration...:** Explain, if answer is No.
- 15. Is a dilution...:** Select N/A, if not applicable

- **16. If applicable, list...:** Input information on the calibration gases to be used for any instrumental methods. For the test plan, the information may be incomplete; however, **once the test is completed, this item MUST be completed accurately since the instrumental test methods data processing uses the “CertValue” in calculating the concentrations.** For cylinders having more than one calibration gas, input the cylinder once for each gas and include a prefix or suffix with the cylinder ID. The following describes the fields:

Compound(Analyte):	Input the gas name.
Certification Procedure:	Give the certification procedure used.
Certified Value:	Input the certified value of calibration gas.
Uncertainty %:	Input the percent uncertainty of the gas from the certificate.
Certified Date:	Date the calibration gas was certified.
Expiration Date:	Date the certification of the calibration expires.

Schedule Screen

Test Plan

Test Plan Title: Test Plan Date:

Facility/Tester | Permit/SCC | Regulations | Process/APCD | Locations/Methods | Methods cont. | Audit/Calibrations | **Schedule** | Signatures | Attach.

17. What is the proposed test schedule?

This field is primarily to advise the regulatory authority and facility the dates that emissions testing will be performed including any set up dates.

18. Additional comments:

19. Required Personal Protection Equipment:

This field is primarily to advise the regulatory authority of the type of personal protective equipment that will be required for them to use to access the sampling location and any other locations that are associated with the performance of the test program. It will also serve to inform the facility of the source testers knowledge of the required protective equipment that they will use during the source test program.

Next Page

Figure 18 - Test Plan Schedule Tab

- **17. What is the...:** This field is primarily to advise the regulatory authority and facility the dates that emissions testing will be performed, including any set up dates.
- **18. Additional comments:** Provide any additional comments about the test.

- **19. Required Personal Protection...:** This field is primarily to advise the regulatory authority of the type of personal protective equipment that will be required for them to use to access the sampling location and any other locations that are associated with the performance of the test program. It also serves to inform the facility of the source tester's knowledge of the required protective equipment they will use during the source test program.

Signatures Screen

The screenshot shows a software window titled "Test Plan" with a tabbed interface. The tabs include Facility/Tester, Permit/SCC, Regulations, Process/APCD, Locations/Methods, Methods cont., Audit/Calibrations, Schedule, Signatures, and Attach. The "Signatures" tab is selected. The form contains two main sections for signatures:

- Permitted Facility Representative:** Includes input fields for Name, Title, Company, and Date Signed.
- Testing Company Representative:** Includes input fields for Name, Title, Company, and Date Signed.

A "Next Page" button is located at the bottom right of the form area.

Figure 19 - Test Plan Signature Tab

- **Permitted Facility Representative:** The person authorized to represent the facility being tested.
- **Testing Company Representative:** The person authorized to represent the testing company.

Note: This is NOT an electronic signature!

Attachments Screen

Several of the questions in the Test Plan section allow you to import files as attachments to the test plan. This permits inclusion of detailed descriptions of information required for a facility or alternatives to specified methods. These information files may also contain approvals for use of modifications or alternatives.

Test Plan

Test Plan Title: Test Plan Date:

Facility/Tester Permit/SCC Regulations Process/APCD Locations/Methods Methods cont. Audit/Calibrations Schedule Signatures Attach.

Please enter attachments.

Attachment Description:	Attachment (right click to insert file):
▶ Source/Process Flow Diagram	
Alternate Method Request and Approval (Item 8) (optional)	
EPA Method 1 Location Supporting Documentation (Item 9) (optional)	
Cyclonic Flow Absence Supporting Documentation (Item 10)	
Pre-Test Meter Boxes/DGMs Calibrations	
Post-Test Meter Boxes/DGMs Calibrations	
Nozzles Calibrations	
Pitots Calibrations	
Thermocouples Calibrations	
Sampling Locations Dimensions and Point Locations	
Run Field Data Sheets	
Moisture Recovery	
Lab Data	
Chain-of-Custody	
Observer Comments	
*	

Record: 1 of 15

To add an attachment:

- right click on the filename
- select "insert object"
- select "create from file"
- browse to the folder containing the file and select the file

Finished

Figure 20 - Test Plan Attachments Tab

To attach a file from one of the other input windows such as shown in **Figure 12 - Test Plan Process/APCD Tab**, click on the **Attach File** button. The window shown below will appear.

subfrmAttachments

Attachment Description: Filename (right click to insert)

▶ Alternate Method Reques and Approval (Item 8) (optional)

Record: 1 of 1

Figure 21 - Attach Methods Alternative Description File

To attach the file, right click on the column labeled **Filename**. Click on the **Insert Object...** item shown in the menu.

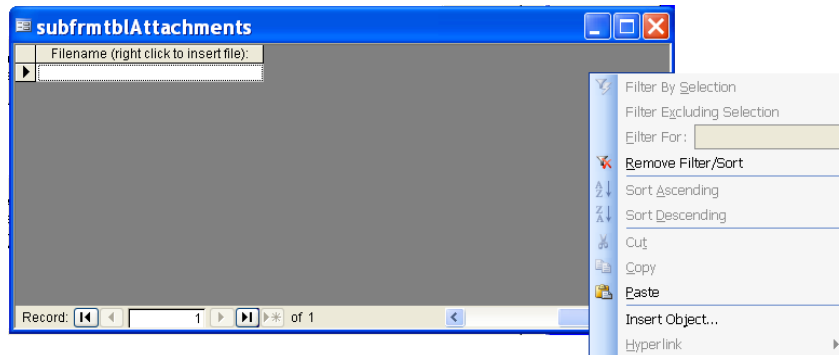


Figure 22 - File Attachments (cont.)

The following screen will appear, click the **Create From File** option, select a file name, and click **Ok** to continue.

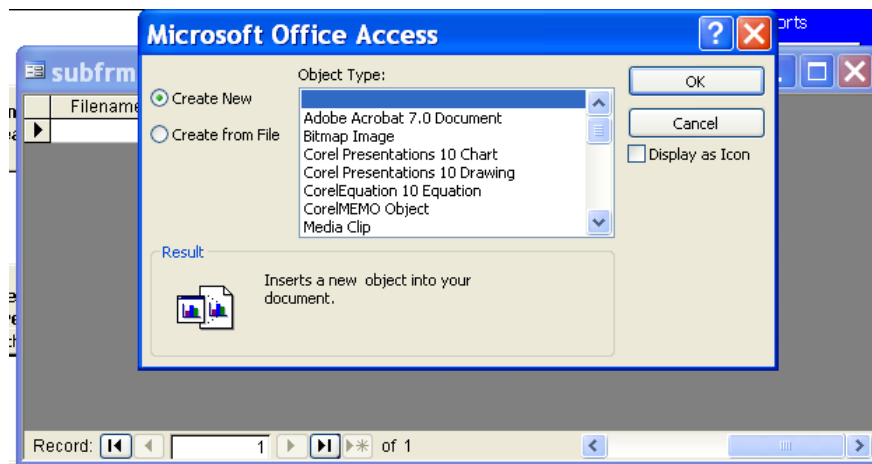


Figure 23 - File Attachments (cont.)

Once text information has been entered, additional files (such as drawings or spreadsheets) may be included as attachments to the test plan. The final tab of the Test Plan data entry form contains a list of standard attachments to be included with the test plan and/or test report. Attach files using the same procedures described above for alternative or modified methods. **(Note: Many of the requested files will be part of the test report and are not required or available for the test plan.)**

View Agency Comments on Test Plan

The regulatory agency will return the Project Data Set to the tester after it has performed its acceptance review (see the [Test Plan Review](#) section). Before the Test can be performed, the regulatory agency must approve the Test Plan. The **Project Data Set Submittal History** will show if the agency approved the Test Plan or requires more information.

Click on the **Test Plan Review** button in the **Printed Reports** area of the **ERT Main Menu** to view the agency's comments on the Test Plan.

Test Plan Review Comments	FieldID	Comment
Source Information	PermittedSourceID	The permitted source id does not match our records. Please revise or give more information about the source.
Item 9	MeetMinReqYN	Please explain why the proposed sampling location doesn't meet the EPA Method 1 criteria.

Figure 25 - Agency Test Plan Review Comments Window

You can update the Test Plan based on the agency's comments, update the **Submittal History**, and resubmit the Project Data Set.

Run Data

ERT separates methods into two basic categories – Isokinetic and Instrumental. For an Isokinetic Method, to complete the Test Data Section you may either import the data from a spreadsheet or manually enter the data. For an Instrumental Method, you must enter the data manually.

- Click **Run Data** in the **Test Data** area of the **ERT Main Menu** to bring up the **Run Data Details** Screen.

Figure 26 - Run Data Details Screen

- Click on the **Add New Run Data** button to add data.

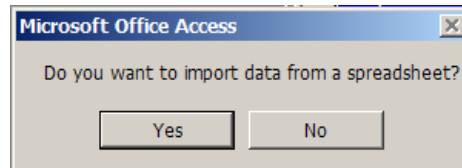


Figure 27 - Import from Spreadsheet Option Dialog

Add New Run Data by Spreadsheet Import

To import the data, it must be entered into the sample isokinetic field data spreadsheet that was provided with ERT. Typically, the data is entered into the spreadsheet in the field during the test. The spreadsheet is imported into ERT after all runs have been completed and the tester is back in the office.

- Click the **Yes** button on the Import from **Spreadsheet Option Dialog**.

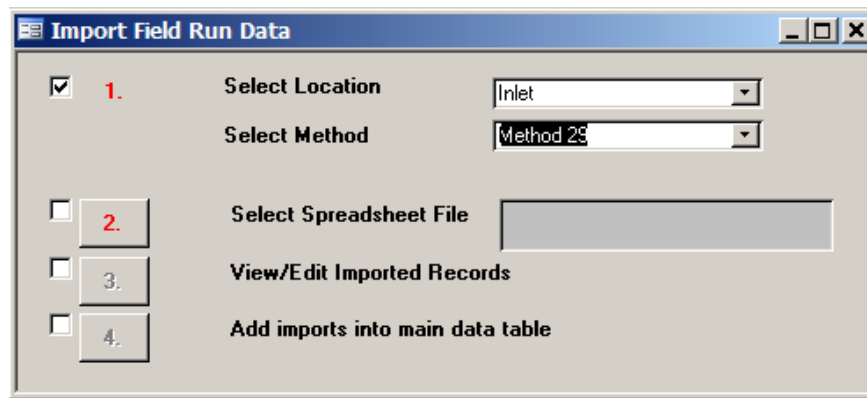


Figure 28 - Import Field Run Data Window

- **Step 1** – Select the **Location** and the **Method** from the pick lists.
- **Step 2** – Click **2** to select the spreadsheet from the **Field Run Data Spreadsheet** windows screen.

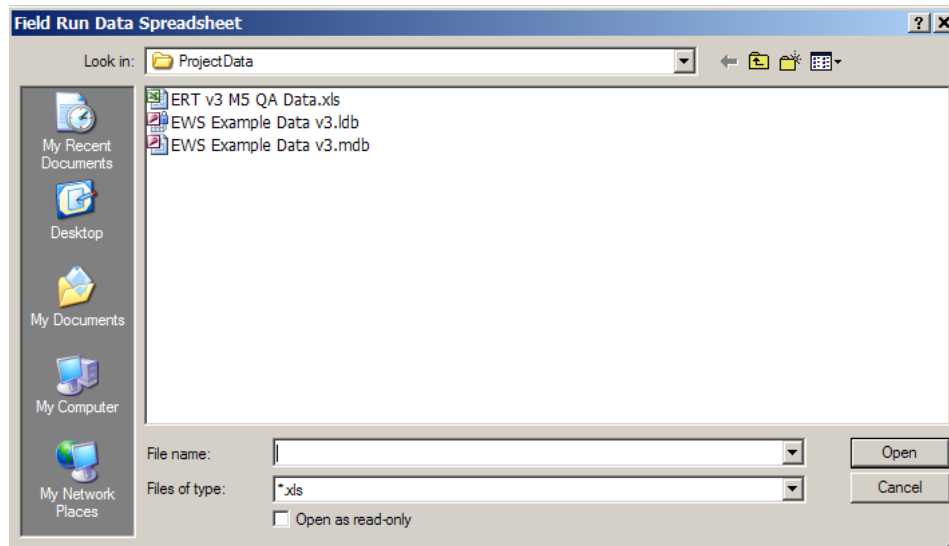


Figure 29 - Field Run Data Spreadsheet Select Window

- **Step 3** – Click **3** from the **Import Field Run Data Window** to view the imported data.

Imported Header Data													
Location	Method	RunNumber	RunDate	JobNumber	Personnel	Pb	Pstatic	FilterNum1	FilterNum2	FilterNum3	ReagBox	Umbical	S
Inlet	Method 29	M5-1	6/28/2006	JobOne	ews - 54321	30.04	-0.18	0					
Inlet	Method 29	M5-2	6/28/2006	JobOne	ews - 54321	30.04	-0.18	0					
Inlet	Method 29	M5-3	6/28/2006	JobOne	ews - 54321	30.04	-0.18	0					

Imported Point Data													
Location	Method	Run #	Job #	Run Date	Point	Begin	End	Clock	Gas Meter	Velocity	Stack Temp	Dry Gas In	Dry Gas C
Inlet	Method 29	M5-1	JobOne	6/28/2006	A1	0	4	12:02:00 PM	703.127	0.32	167	79	
Inlet	Method 29	M5-1	JobOne	6/28/2006	A2	4	8	12:06:00 PM	705.41145	0.32	168	80	
Inlet	Method 29	M5-1	JobOne	6/28/2006	A3	8	12	12:10:00 PM	707.6959	0.33	169	80	
Inlet	Method 29	M5-1	JobOne	6/28/2006	A4	12	16	12:14:00 PM	709.98035	0.33	169	81	
Inlet	Method 29	M5-1	JobOne	6/28/2006	A5	16	20	12:18:00 PM	712.2648	0.27	169	83	
Inlet	Method 29	M5-1	JobOne	6/28/2006	A6	20	24	12:22:00 PM	714.54925	0.27	169	84	
Inlet	Method 29	M5-1	JobOne	6/28/2006	A7	24	28	12:26:00 PM	716.8337	0.22	167	86	
Inlet	Method 29	M5-1	JobOne	6/28/2006	A8	28	32	12:30:00 PM	719.11815	0.22	166	87	
Inlet	Method 29	M5-1	JobOne	6/28/2006	B1	32	36	12:34:00 PM	721.4026	0.3	164	88	
Inlet	Method 29	M5-1	JobOne	6/28/2006	B2	36	40	12:38:00 PM	723.68705	0.3	168	89	
Inlet	Method 29	M5-1	JobOne	6/28/2006	B3	40	44	12:42:00 PM	725.9715	0.31	169	90	
Inlet	Method 29	M5-1	JobOne	6/28/2006	B4	44	48	12:46:00 PM	728.25595	0.31	169	91	
Inlet	Method 29	M5-1	JobOne	6/28/2006	B5	48	52	12:50:00 PM	730.5404	0.28	160	92	

Figure 30 - View Imported Data Windows

You may review and edit the data in these windows. Click on the **X** in the top right corner of each window to close them when you have finished your review.

- **Step 4** – Click **4** from the **Import Field Run Data Window** to add the imported data into the main data tables.
- **Step 5** – Click **OK** on the **Data Imported Successfully Dialog** and then close the **Import Field Run Data Window**.

Add New Run Data Directly into ERT

Run data do not have to be imported from spreadsheets. They can be entered directly into the ERT Run Data Details screens. To do this:

- Click **Add New Run Data** from the **Run Data Details** window (see [Figure 26 - Run Data Details Screen](#)).
- Click **No** from the **Import from Spreadsheet Option Dialog** (see [Figure 27 - Import from Spreadsheet Option Dialog](#)). You will be prompted to enter a Location – Method, Run Number, and Run Date for the run data to be input.

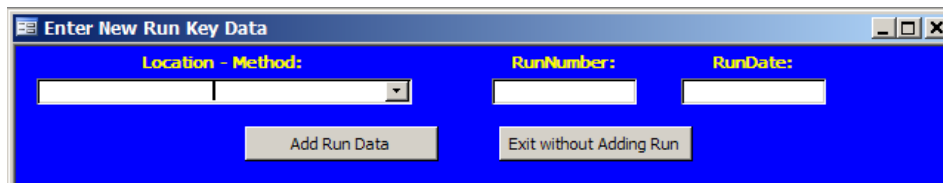


Figure 31 - Enter New Run Key Data Window

- Select the **Location – Method** from the pick list.
- Enter the **Run Number**.
- Enter the **Run Date**.
- Click the **Add Run Data** button.

This will add the key information for the run data to be input. The display will then show either the Run Data Details screens for an Isokinetic run or an Instrumental Method run depending on the method selected.

Delete Run Data

This will delete all of the run and lab data for the selected run.

- Click the **Delete Run Data** button from the **Run Data Details Screen**.

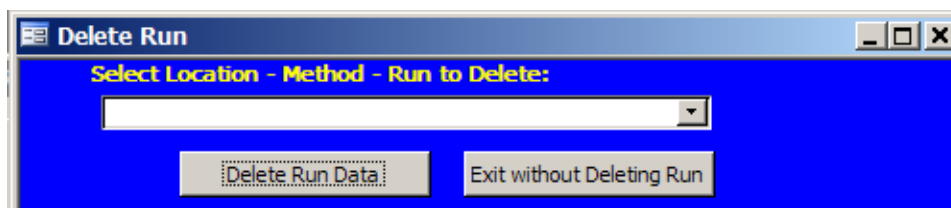


Figure 32- Delete Run Window

- Select the **Location – Method – Run** from the pick list.
- Click the **Delete Run Data** button. You will be prompted to confirm the deletion.
- Click **Yes** on the Delete Confirmation dialog.

Change Run Number

This will change the number for the selected run.

- Click the **Change Run Number** button from the **Run Data Details Screen**.

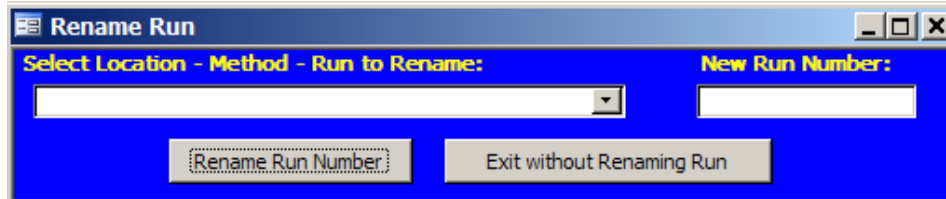


Figure 33 - Rename Run Window

- Select the **Location – Method – Run** from the pick list.
- Enter the **New Run Number**.
- Click the **Rename Run Number** button. You will be prompted to confirm the renaming.
- Click **Yes** on the Rename Confirmation dialog

Selecting Locations / Methods / Runs

This is how you view the data for the different runs when you are on the Run Data Detail screens.

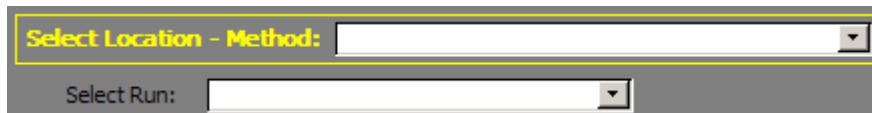


Figure 34 - Select Run Data

- Select the **Location – Method** from the pick list.
- Select the desired **Run** from the pick list.

This changes the data in the detail screens to show the selected run data for the selected location and method.

Isokinetic Method Test Data

Depending on the method selected, ERT will display different Run Data Details Tabs. The following tabs will be displayed for Isokinetic Methods.

You can import Isokinetic test run information from a spreadsheet (see [Add New Run Data by Spreadsheet Import](#)) or hand enter the information into the appropriate screens.

When importing data from spreadsheets, remember to enter the lab data by clicking on the **Lab Data** tab.

Run Data Details

Facility: Environ Mental Concious Furniture Co.

Permitted Source ID/Description: DR2 Dryer 2

Select Location - Method: Inlet - Method 29

Add New Run Data Delete Run Data

Select Run: Method 29 - 1 Change Run Number

Method Setup Header Data Point Data Lab Data Sampling/Stack Data Results Cyclone Cut Size Emissions

Compounds for this Location / Method:

	Location	Target Parameter	Test Method	Num Test Runs	Test Run Duration
▶	Inlet	Arsenic	Method 29	3	64
	Inlet	Cadmium	Method 29	3	64

Record: 1 of 2

Add Target Parameters

Emissions / Concentrations for this Location / Method:

	Location:	Method:	Emission/Concentration:	Corrected Analyte:	Corrected %:
▶	Inlet	Method 29	grams/minute		0
	Inlet	Method 29	lb/hr		0
	Inlet	Method 29	lb/million BTU using CO2		0
	Inlet	Method 29	lb/million BTU using O2		0
	Inlet	Method 29	mg/dscm		0

Record: 1 of 5

Add Emissions/Concentrations

Figure 35 - Run Data Details Screen for Isokinetic Methods

Method Setup Screen

The screenshot shows the 'Method Setup' tab with two main sections. The first section, 'Compounds for this Location / Method:', contains a table with columns: Location, Target Parameter, Test Method, Num Test Runs, and Test Run Duration. It lists two records for 'Inlet' with parameters 'Arsenic' and 'Cadmium', both using 'Method 29' with 3 test runs and a duration of 64. The second section, 'Emissions / Concentrations for this Location / Method:', contains a table with columns: Location, Method, Emission/Concentration, Corrected Analyte, and Corrected %. It lists five records for 'Inlet' using 'Method 29' with various emission/concentration units (grams/minute, lb/hr, lb/million BTU using CO2, lb/million BTU using O2, mg/dscm) and a 'Corrected %' of 0. Both sections have navigation controls (Record: 1 of 2 and 1 of 5) and buttons to 'Add Target Parameters' and 'Add Emissions/Concentrations'.

Location	Target Parameter	Test Method	Num Test Runs	Test Run Duration
Inlet	Arsenic	Method 29	3	64
Inlet	Cadmium	Method 29	3	64

Location	Method	Emission/Concentration	Corrected Analyte	Corrected %
Inlet	Method 29	grams/minute		0
Inlet	Method 29	lb/hr		0
Inlet	Method 29	lb/million BTU using CO2		0
Inlet	Method 29	lb/million BTU using O2		0
Inlet	Method 29	mg/dscm		0

Figure 36 - Isokinetic Method: Method Setup Tab

The Compounds and Emissions / Concentrations were entered in the Test Plan Area and can be modified here:

- **Add Target Parameters:** Allows you to add target parameters for this run at this location/method. See [Add Target Parameters](#) for more information.
- **Add Emissions/Concentrations:** Allows you to add emissions/concentrations for this run at this location/method. See [Add Emissions/Concentrations](#) for more information.

To **delete** Target Parameters or Emissions/Concentrations:

- Right click on the first column of the row to delete.

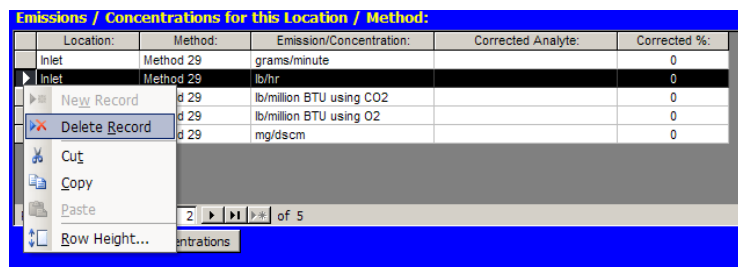


Figure 37 - Delete Record

- Select **Delete Record**

Header Data Screen

Method Setup	Header Data	Point Data	Lab Data	Sampling/Stack Data Results	Cyclone Cut Size	Emissions																																																
Method: Method 29		RunNumber: 1		RunDate: 12/23/2004																																																		
Pb: 30.04 Pstatic: -0.18		Checks <table border="1"> <thead> <tr> <th></th> <th>Pre</th> <th>Mid</th> <th>Post</th> </tr> </thead> <tbody> <tr> <td>Vacuum:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>InitDGM:</td> <td></td> <td>0</td> <td></td> </tr> <tr> <td>FinalDGM:</td> <td></td> <td>0.002</td> <td></td> </tr> <tr> <td>Leak Rate:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pitot:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Nozzle:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Stack TC:</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Pre	Mid	Post	Vacuum:				InitDGM:		0		FinalDGM:		0.002		Leak Rate:				Pitot:				Nozzle:				Stack TC:				Defaults <table border="1"> <tbody> <tr> <td>tstd</td> <td>38</td> </tr> <tr> <td>Pstd</td> <td>29.92</td> </tr> <tr> <td>% CO</td> <td>0</td> </tr> <tr> <td colspan="2">Fuel Type:</td> </tr> <tr> <td colspan="2">Gas - Propane</td> </tr> <tr> <td>Fd</td> <td>8710</td> </tr> <tr> <td>Fw</td> <td>10200</td> </tr> <tr> <td>Fc</td> <td>1190</td> </tr> </tbody> </table>		tstd	38	Pstd	29.92	% CO	0	Fuel Type:		Gas - Propane		Fd	8710	Fw	10200	Fc	1190
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Figure 38 - Isokinetic Method: Header Data

This information is either imported from spreadsheets or is entered directly into the fields.

Pb: Input the barometric pressure of the sampling location. If the pressure is at sea level, remember to adjust the pressure for the elevation of the location above sea level. A 0.1 inches Hg decrease for every 100 feet of elevation is typically used.

Pstatic: Record the static pressure, inches of water, of the sampling location.

% CO₂: Record the carbon dioxide percent of the gas stream tested.

% O₂: Record the oxygen percent of the gas stream tested.

Vic: The volume or mass of the reagents increase in the impingers of an isokinetic sampling train is input here.

Y: This is the dry gas meter correction coefficient, gamma, of an isokinetic sampling train meterbox (such as used for Method 5 sampling). The value should be between 0.95 and 1.05.

<i>DH@:</i>	This is the orifice coefficient of an isokinetic sampling train meterbox (such as used for Method 5 sampling).
<i>Cp:</i>	This is the pitot tube coefficient and is usually 0.84 for S-type pitots and 0.99 for standard pitots.
<i>Dn:</i>	This is the nozzle diameter, inches.
<i>FilterNum1:</i>	For particulate sampling, the filters used have a unique identification. Record the number here.
<i>FilterNum2:</i>	If two filters are used, record the second ID here.
<i>FilterNum3:</i>	If three filters are used, record the third filter ID here.

Checks

The following parameters refer to leak checking of various equipment components. Pre refers to checks done before the start of a run, mid is in reference to checks performed sometime during the run (such as between port changes), and post means after the run.

<i>Vacuum, Pre & Post:</i>	Record the vacuum at which the Pre and Post sampling train leak checks were performed.
<i>InitDGM, Mid:</i>	Record the initial or beginning dry gas meter (DGM) reading of the Mid sampling train leak check, if one was performed.
<i>FinalDGM, Mid:</i>	Record the final or ending DGM reading of the Mid sampling train leak check, if one was performed.
<i>Leak Rate, Pre & Post:</i>	Record the Pre and Post test sampling train leak check rates. For Method 5, the Post-test leak rate must be less than or equal to 0.02 acfm.
<i>Pitot Pre, Mid, and Post:</i>	Record the Pre, Mid, and Post-test leak check results, as applicable.
<i>Nozzle Pre, Mid, & Post:</i>	Nozzle inspections for dents, nicks, etc.
<i>Stack TC Pre, Mid, & Post:</i>	Record the Pre, Mid, and Post-test results of the thermocouple check, as applicable.

Defaults

<i>Tstd:</i>	Standard temperature which defaults to EPA standard of 68 degrees F.
<i>Pstd:</i>	Standard pressure which defaults to EPA standard of 29.92 inches of mercury.

% CO:	Carbon monoxide percentage which defaults to zero (0).
Fuel Type:	Select the fuel type for use in selecting the correct F-factor as per Method 19.
Fd:	Based on the fuel type, the F-factor, Fd, is one of the following: 8710, 9190, 9240, 9600, 9780, 9860, or 10100.

Equipment ID

ReagBox:	Reagent Box, optional. A reagent box is a container that is sealable (for custody purposes) and is used to transport multiple recovered samples.
Umbilical:	Sample gas transport line from the sample box to the meterbox, optional. The umbilical usually consists of bundled tubing, thermocouple, electrical lines, etc., used to control the probe and sample box filter temperatures.
StackTC:	The ID of the thermocouple device used for monitoring the stack gas temperature. The ID is necessary for calibration documentation purposes.
TedlarBag:	The ID of a Tedlar bag, if used. Optional.
OrsatPump:	The ID of the pump used for filling a Tedlar bag, for example. Optional.

Calibration

Documenting equipment IDs allows for the calibration data for the specific equipment used in sampling to be included with the test data.

SampBox:	Sample Box ID
MeterBox:	Meterbox ID, for Y and delta H@.
TCReadOut:	Thermocouple readout.
Pitot:	ID of the pitot used.
Nozzle:	The nozzle ID.

Point Data Screen

Method Setup | Header Data | **Point Data** | Lab Data | Sampling/Stack Data Results | Cyclone Cut Size | Emissions

Method: Method 29 RunNumber: 1 RunDate: 12/23/2004

	Point	BeginTime	EndTime	Clock	GasMeter	DeltaP	StackTemp	DryGasInlet	E
▶	A1	0	4	12:02:00 PM	703.127	0.32	167	79	
	A2	4	8	12:06:00 PM	705.411	0.32	168	80	
	A3	8	12	12:10:00 PM	707.696	0.33	169	80	
	A4	12	16	12:14:00 PM	709.980	0.33	169	81	
	A5	16	20	12:18:00 PM	712.265	0.27	169	83	
	A6	20	24	12:22:00 PM	714.549	0.27	169	84	
	A7	24	28	12:26:00 PM	716.834	0.22	167	86	
	A8	28	32	12:30:00 PM	719.118	0.22	166	87	
	B1	32	36	12:41:00 PM	721.403	0.3	164	88	
	B2	36	40	12:45:00 PM	723.687	0.3	168	89	
	B3	40	44	12:49:00 PM	725.972	0.31	169	90	
	B4	44	48	12:53:00 PM	728.256	0.31	169	91	
	B5	48	52	12:57:00 PM	730.540	0.28	169	92	
	B6	52	56	1:01:00 PM	732.825	0.28	169	93	

Figure 39 - Isokinetic Method: Point Data Tab

The point data is imported from the spreadsheet or is manually entered here. Use the side and bottom scroll bars to view more information.

Point: The sampling point label, such as A1, A-1, D-2, etc.

BeginTime: The cumulative sampling time that sampling at the sample point was started, in minutes. Port changes DO NOT reset the time to zero (0).

EndTime: The cumulative sampling time that sampling at the sample point was ended and is the begin time plus the sampling time per point.

Clock: This is the actual clock time at the start of sampling at a point.

GasMeter: This is the Dry Gas Meter volume reading at the beginning of the sampling at a point. This means that the final volume reading is recorded in a row without a Point label and no other recorded point data. Sometimes the sampling data is recorded at the end of sampling at a point which would require that the first volume reading is recorded without any other sampling data.

Velocity: The velocity pressure (delta p) is expressed in inches of water.

StackTemp:	Stack temperature is the temperature of the effluent gas at the sampling point and is expressed as degrees Fahrenheit.
DryGasInlet:	Dry gas meter inlet gas temperature, expressed as degrees Fahrenheit.
DryGasOutlet:	Dry gas meter outlet gas temperature, expressed as degrees Fahrenheit.
OrificePresDesired:	Orifice pressure setting required for sampling isokinetically, inches water.
OrificePresActual:	Orifice pressure actually sampled or reached, inches water.
ProbeTemp:	Temperature of the sampling probe, degrees F, degrees F.
FilterTemp:	Temperature of the filter box or compartment, degrees F.
ImpingTemp:	Temperature of the sample gas exiting the silica gel (or last) impinger, degrees F.
PumpVac:	Vacuum of the sampling pump, inches mercury.
Notes:	Record any observations or comments here.

Lab Data Screen

Method Setup | Header Data | Point Data | **Lab Data** | Sampling/Stack Data Results | Cyclone Cut Size | Emissions

Method: Method 29 RunNumber: 1 RunDate: 12/23/2004

Compound	Mass	Units	Flag	Comments
Arsenic	45	mg		
Cadmium	50	mg		

Figure 40 - Isokinetic Method: Lab Data Tab

Enter the lab data for each compound.

Compound:	Analyte name from Setup window.
Mass:	Catch weight reported from lab.
Units:	Select the mass units from: gm (grams), mg (milligrams), ug (micrograms), ng (nanograms), or pg (picograms).
Flag:	Lab quantifier comment about sample data. May be ND, EMPC, J, etc.

Sampling/Stack Data Results Screen

Method Setup	Header Data	Point Data	Lab Data	Sampling/Stack Data Results	Cyclone Cut Size	Emissions																																																																																								
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Figure 41 - Isokinetic Method: Data Results Tab

This shows the results for this run that was calculated from data entered into the previous screens.

Place your mouse over the fields to display a popup tip explaining the abbreviations.

Click the **View All Runs** button to display a window showing the results from all runs in a side-by-side manner.

Cyclone Cut Size Screen

Method Setup | Header Data | Point Data | Lab Data | Sampling/Stack Data Results | Cyclone Cut Size | Emissions

Note: These results are only valid for Methods using PM10 and PM2.5 Cyclone Head!

Method: Method 29 RunNumber: 1 RunDate: 12/23/2004

PM10-2.5 Results Calculations

u:	Stack Gas Viscosity	169.0
Qs:	Flow Rate at Cyclone Conditions, ACFM	1.063
Qsrd:	Sampling Rate at Standard Conditions, DSCFM	0.559
Nre:	Reynolds Number	6573
C:	Cunningham Correction Factor	1.150
D50_PM10:	Cut Diameter of PM10 Cyclone I, Micrometers	5.46
D50_PM2.5:	Cut Diameter of PM2.5 Cyclone IV, Micrometers	1.03

Figure 42 - Isokinetic Method: Cyclone Cut Size Tab

These results are calculated for every Isokinetic Method. However, they are only intended for methods using PM10 and PM2.5 cyclone heads.

Emissions Screen

Method Setup | Header Data | Point Data | Lab Data | Sampling/Stack Data Results | Cyclone Cut Size | Emissions

Method: Method 29 RunNumber: 1 RunDate: 12/23/2004

	Compound	lb/mmBtuCO2	Eg/min	Elb/hr	lb/mmBtuO2	mg/dscm
▶	Arsenic	0.0472	2.8335	0.3748	0.0656	44.44
	Cadmium	0.0524	3.1483	0.4165	0.0729	49.38

Record: 14 of 2

Figure 43 - Isokinetic Method: Emission Results Tab

This shows the calculated emissions/concentrations for each compound by run.

Instrumental Method Test Data

You must enter the Instrumental Method test data manually. Begin by returning to the Test Plan Audit/Calibrations tab. Update or input the calibration gases certified cylinders information in Item 16, as shown in *Figure 17 - Audit/Calibration Tab*.

Once you have performed this update, the procedure is similar to inputting isokinetic data, with the exception that the tabs in the Run Data Details screen for Instrumental Methods differ from those of the isokinetic methods screen.

Run Data Details

Facility: Environ Mental Condous Furniture Co.

Permitted Source ID/Description: DR2 Dryer 2

Select Location - Method: stack - Method 25A

Add New Run Data Delete Run Data

Select Run: Method 25A - St-m25a-1

Change Run Number

Method Setup Calibrations ITM Run Results Emissions

Compounds for this Location / Method: ITM

	Location	Target Parameter	Test Method	Num Test Runs	Test Run Duration
▶	stack	Total organic compounds (TOC)	Method 25A	3	3

Record: 1 of 1

Add Target Parameters

Emissions / Concentrations for this Location / Method:

	Location:	Method:	Emission/Concentration:	Corrected Analyte:	Corrected %:
▶	stack	Method 25A	lb/hr		0
	stack	Method 25A	ppm		0
	stack	Method 25A	ppm corrected	O2	7

Record: 1 of 3

Add Emissions/Concentrations

Figure 44 - Run Data Details Screen for Instrumental Methods

NOTE: Be sure to input the Span value before inputting the responses; otherwise a non-fatal error message is generated (which may be ignored).

Method Setup Screen

Method Setup | Calibrations | ITM Run Results | Emissions

Compounds for this Location / Method: ITM

Location	Target Parameter	Test Method	Num Test Runs	Test Run Duration
stack	Total organic compounds (TOC)	Method 25A	3	3

Record: 1 of 1

Add Target Parameters

Emissions / Concentrations for this Location / Method:

Location	Method	Emission/Concentration	Corrected Analyte	Corrected %
stack	Method 25A	lb/hr		0
stack	Method 25A	ppm		0
stack	Method 25A	ppm corrected	O2	7

Record: 1 of 3

Add Emissions/Concentrations

Figure 45 - Instrumental Method: Method Setup Tab

The Compounds and Emissions / Concentrations entered in the Test Plan Area can be modified here:

- **Add Target Parameters:** Allows you to add target parameters for this run at this location/method. See [Add Target Parameters](#) for more information.
- **Add Emissions/Concentrations:** Allows you to add emissions/concentrations for this run at this location/method. See [Add Emissions/Concentrations](#) for more information.

To **delete** Target Parameters or Emissions/Concentrations:

- Right click on the first column of the row to delete.

Emissions / Concentrations for this Location / Method:

Location	Method	Emission/Concentration	Corrected Analyte	Corrected %
stack	Method 25A	lb/hr		0
stack	Method 25A	ppm		0
stack	Method 25A	ppm corrected	O2	7

Record: 1 of 3

Add Emissions/Concentrations

Figure 46 - Delete Record

- Select **Delete Record**

Calibrations Screen

Calibration Set	Mode	Gas Label	Cylinder ID	Cert. Value	Response	Error %	Certification	Expiration
1	Direct	Zero	CO2-CC-81020	5.08	-0.1	-1.11	5/26/2006	5/26/2009
Span	Low	CO2-CC-81020	5.08	51.8	10.05	5/26/2006	5/26/2009	
	Mid	CO2-SG91337	10.92	259	53.35	1/24/2005	1/24/2008	
	High	NOx-CC2555	156.6	465	66.32	1/24/2005	5/18/2008	
System	Zero	CO2-CC-81020	5.08	0.1	-11.12	5/26/2006	5/26/2009	
	Upscale	NOx-XCO3034	414	258.1	55.51	3/29/2006	3/29/2008	

Calibration Set	Mode	Gas Label	Cylinder ID	Cert. Value	Response	Error %	Certification	Expiration
0	Direct	Zero		0	0			
Span	Low			0	0			
	Mid			0	0			
	High			0	0			
System	Zero			0	0			
	Upscale			0	0			

Figure 47 - Instrumental Method: Calibrations Tab

Select the **Cylinder ID** from the pick list and enter the **response** for the Direct and System Calibrations. Enter the **Set** number and the **Span**. The set number is used to associate this set of calibrations with the run data entered in the **ITM Run Results** tab.

ITM Run Results Screen

Calibration Set	Mode	Gas Label	Cylinder ID	Cert. Value	Instrument Response	System Bias %	System Drift %
1	Pre	Zero	CO2-CC-81020	5.08	0	0.02	
	Upscale	NOx-XCO30342B	414	261	0.43		
	Post	Zero	CO2-CC-81020	5.08	0.2	0.06	0.04
	Upscale	NOx-XCO30342B	414	258.2	-0.17	0.6	

Cavg: 15.3 ppbvd Units
Cgas: 24.2 ppbvd Units

Figure 48 - Instrumental Method: Run Results Tab

Enter the results from the test run. Associate the test run data with the calibration gas set by selecting the set from the **Set** pick list.

Emissions Screen

compound	ppm	ppm@7%O2
Total organic compounds (TOC)	0.0242	0.04258

Figure 49 - Instrumental Method: Emissions Tab

This shows the calculated emissions/concentrations for each compound by run.

Process Data

Click the **Process Data** button in the Test Data area of the main menu to display the Process Data screen. This allows entry of process run data, APCD run data, and lab data that was identified to be captured in the Test Plan.

Process Run Data

Name	Value	UOM	TargetValue	comi
Anthracite Burned	4	Tons	0	
Oxygen Concentration	0	percent	4	
Carbon Monoxide concentration	0	ppm	250	
Dryer Wood Feed	0	Tons/Hr	125	
Dryer Outlet Temperature	0	deg F	325	
Natural Gas Fuel Flow	0	Ft ³ /min	25	

Figure 50 - Process Data: Process Run Data Tab

This list was created during the Test Plan on question 4.a. (See the Process/APCD Screen section for more information)

Enter the **Value** for the process name for the duration of the run.

Move to the next or previous runs by using the navigation bar.



Figure 51 - Run Navigation Bar

Click the **Add a Run** button to add a new process run.

*Note: Only the **Value** column is active on this tab.*

APCD Run Data

 A screenshot of the "APCD Run Data" tab in a software interface. At the top, there are three tabs: "Process Run Data", "APCD Run Data" (selected), and "Lab Data". Below the tabs, there is a "Run:" label followed by a text box containing "1" and an "Add A Run" button. The main area contains a table with the following columns: "APCDName", "Value", "UOM", "TargetValue", and "comment:". The table has four data rows:

APCDName	Value	UOM	TargetValue	comment:
FABRIC FILTER	10		0	
FABRIC FILTER - MEDIUM TEMPERATURE	0		0	
BOILER AT LANDFILL	0		0	
BAGHOUSE	0		0	

 Below the table is a large grey rectangular area, likely a placeholder for a chart or additional data. At the bottom of the window, there is a "Record: 1 of 1" navigation bar with navigation buttons.

Figure 52 - Process Data: APCD Run Data Tab

This list was created during the Test Plan on question 5.b. (See the Process/APCD Screen section for more information)

Enter the **Value** for the APCD name for the duration of the run.

Move to the next or previous runs by using the navigation bar.

Click the **Add a Run** button to add a new process run.

Lab Data

Name	Value	UOM	comments
Wood Moisture Content of feed material	50	percent	Comments... is this going
Wood Moisture Content of product	50	percent	
Wood density of feed material	0	lb/ton	
Wood density of product	0	lb/ton	

Figure 53 - Process Data: Lab Data Tab

This list was created during the Test Plan on question 4.b. (See the [Process/APCD Screen](#) section for more information)

Enter the **Value** for the APCD name for the duration of the run.

Move to the next or previous runs by using the navigation bar.

Click the **Add a Run** button to add a new process run.

Tester Comments

Click the **Tester Comments** button in the **Test Data** area of the **ERT Main Menu** to allow entry of any additional comments from the Tester.

Figure 54 - Tester Comments Window

This is a freeform text field that is unlimited in the amount of text that can be entered.

This text will be included in the printed test report.

Attachments

Once the test data have been entered, click **Attachments** in the **Test Data** area of the **ERT Main Menu**. This will display the Attachments screen from the Test Plan.

Please enter attachments.

Attachment Description:	Attachment (right click to insert file):
▶ Source/Process Flow Diagram	Package
Alternate Method Reques and Approval (Item 8) (optional)	
EPA Method 1Location Supporting Documentation (Item 9) (optional)	Package
Cyclonic Flow Absence Supporting Documentation (Item 10)	
Pre-Test Meter Boxes/DGMs Calibrations	
Post-Test Meter Boxes/DGMs Calibrations	
Nozzles Calibrations	
Pitots Calibrations	
Thermocouples Calibrations	
Sampling Locations Dimensions and Point Locations	
Run Field Data Sheets	
Moisture Recovery	
Lab Data	
Chain-of-Custody	
Observer Comments	
APCD Diagram	Package
*	

Record: 1 of 16

To add an attachment:

- right click on the filename
- select "insert object"
- select "create from file"
- browse to the folder containing the file and select the file

Finished

Figure 55 - Attachments Tab

All documents to support the Test need to be included as attachments here.

See the Attachments Screen section of the Test Plan for more information on how to attach files.

Sign Test Report

The screenshot shows a window titled "Final Signatures" with a subtitle "Final Test Report Signatures". It contains two main sections for signing.

Permitted Facility Representative

Name:
Title:
Company:
Date Signed:
I certify that to the best of my knowledge

Testing Company Representative

Name:
Title:
Company:
Date Signed:
I have reviewed all testing details and results in this test report and hereby certify that the test report is authentic and accurate.

Figure 56 - Final Test Report Signatures Window

Click the **Report Signature** button in the **Test Report** area of the **ERT Main Menu**.

- **Permitted Facility Representative:** The person authorized to represent the facility being tested.
- **Testing Company Representative:** The person authorized to represent the testing company.

Print the Test Report

Now that the Test run, process, and signatures have been entered, you can create a hard copy of the test report by clicking the **Test Report** button in the **Printed Reports** area of the **ERT Main Menu**.

Test Plan

Final Test Report
for

Emissions Testing of Wood Chip Dryer 2

Permitted Facility Representative / Date

Name: Envin M. Concio
Title: Owner
Company: Envin Mental Concio Furniture Co
Sign Date: 9/30/2005

Testing Company Representative / Date

Name: Johnny B. Goode
Title:
Company:
Sign Date:

Wednesday, July 08, 2009

Page 1 of 21

Page: 1

Figure 57 - Final Test Report Print Preview Screen

At this point, you update the **Project Submittal History** area by adding a line for **Submit Test Report** and then submit the test report to the appropriate regulatory agency for review. See [Project Submittal History](#) for more detail on updating the Project Submittal History area.

Chapter 5: Review Test Plan/Test Report

Test Plan Review

Upon receipt of a completed test plan, the reviewer accesses the database by selecting the appropriate project data set (see the *Project Data Set* Section for more information on selecting a project data set) and clicking **Test Plan Review** in the **Test Plan Review** area of the **ERT Main Menu**.

The test plan will be displayed in a window that contains several check boxes associated with key elements of the test plan. This provides an organized “step-through” process for the test plan review.

The screenshot shows the 'Test Plan Review' window. At the top, it displays the 'Test Plan Title' as 'Emissions Testing of Wood Chip Dryer 2' and the 'Test Plan Date' as '5/25/2009'. A 'State Review Accepted (Y/N)' checkbox is present. Below this is a navigation bar with tabs: Facility/Permit, Regulations, Process/APCD, Locations/Methods, Methods cont., Audit/Calibrations, Schedule, Signatures, and Attach. The main form is divided into several sections:

- Facility Name:** Environ Mental Concious Furniture Co.
- Address:** 666 66th St N Ave
- City:** Boisenberry
- State/Zip:** NC 27854-4866
- Contact:** Enviro M. Concious
- Phone:** (919) 666-2626
- Fax:** (919) 666-6262
- email:** enviro.concious@enviroconcious.com
- Industry /SCC/NAIS:** 30701415
- FINS:** 27562
- Latitude:**
- Longitude:**
- Testing Company:** Emissions Factors & Policy Applications Group
- Address:** OAQPS/EMAD (C312-02)
- City:** Research Triangle Park
- State/Zip:** NC 27711
- Contact:** Ronald E. Myers
- Phone:** (919) 541-5407
- Fax:** (919) 541-1065
- email:** myers.ron@epa.gov
- SCC/Desc.:** 10300103
- External Combustion Bolders - Commercial/Institutional - Anthracite Coal - Hand-fired**
- Air Permit Number:** NC666-1234
- Permitted Source ID and Name:** DR2 Dryer 2
- Permitted Maximum Process Rate:** 175 Tons per Hour
- Maximum Normal Operation Process Rate:** 150 Tons per Hour
- Target Process Rate for Testing:** 125 Tons per Hour

On the right side, there are three review sections, each with a 'Yes' checkbox, a 'No' checkbox, and an 'Add/View Comment' button:

- Facility Info:** ☒ Yes ☐ No
- Test Co. Info:** ☒ Yes ☐ No
- Source info:** ☐ Yes ☒ No

A 'Next Page' button is located at the bottom right of the form.

Figure 58 - Test Plan Review Screen

Click **Yes** or **No** on each section depending on whether the information provided is acceptable or not.

If **No**, click the **Add/View Comment** button to explain why the information is not acceptable and request what additional information is needed.

At this point, update the **Submittal History** and return the Project Data Set to the Tester. (See the *Project Submittal History* section for more information on how to update the history)

Observer Comments

ERT allows for the inclusion of any comments from the official Observer of the Test.

Click **Observer Comments** in the **Test Data Review** area of the **ERT Main Menu**.

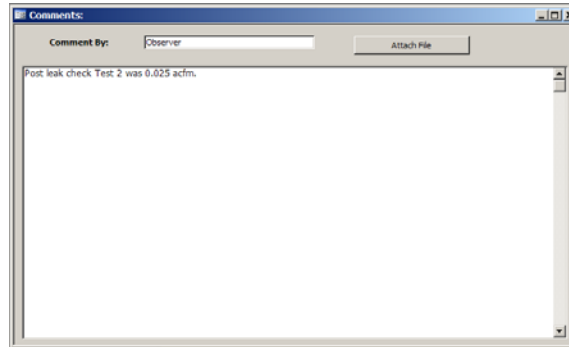


Figure 59 - Observer Comments Window

Enter any comments about the test.

Click the **Attach File** button to attach a document that contains the observer's comments. (See the [Attachments Screen](#) section for more information on how to attach a file.)

Test Reviewer Comments

ERT allows for the inclusion of any comments from the test reviewer.

Click **Test Reviewer Comments** in the **Test Data Review** area of the **ERT Main Menu**.

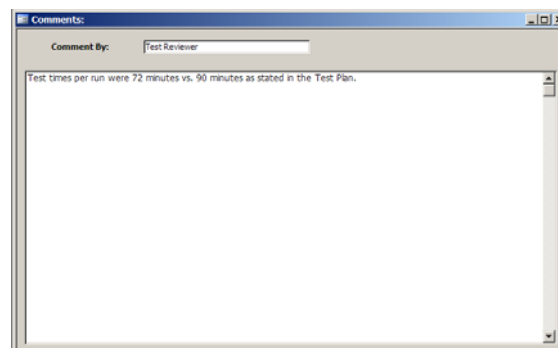


Figure 60 - Test Reviewer Comments Window

Enter any comments about the test from the review process.

Test Review

Upon receipt of a completed test report, access and review the data by selecting the appropriate project data set (see the *Project Data Set* Section for more information on selecting a project data set) and clicking the **Test Review** button in the **Test Data Review** area of the **ERT Main Menu**.

Facility: Environ Mental Concious Furniture Co.

Permitted Source ID/Description: DR2 Dryer 2

Select Location - Method: [Dropdown]

Process DQs Run DQs Average Emissions

Applicable State and Federal Regulations for this Test Report:

Regulation	Compound	Limit	Unit	Does the data demonstrate compliance?
▶ Reg Desc Test PTB	Arsenic	0.002	lb/hr	No

Record: [Navigation Buttons]

Figure 61 - Test Report Review Screen

The Test Report Review Screen allows you to see the average emissions and update the process and run data quality questions (DQs) for each run at each location and method.

Select the location and method to view from the **Location – Method** pick list.

Average Emissions

Process DQs | Run DQs | Average Emissions

Applicable State and Federal Regulations for this Test Report:

Regulation	Compound	Limit	Unit	Compliance
▶ Reg Desc Test PTB	Arsenic	0.002	lb/hr	<input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Indeterminate

Does the data demonstrate compliance?

Compound: Arsenic

All Runs for Selected Compound:

RunNumber	RunDate	lb/mmBtuCO2	Eg/min	Elb/hr	lb/mmBtuO2	
▶ 1	12/23/2004	0.0472	2.8335	0.3748	0.0656	44.4
2	12/23/2004		0.5789	0.0766	0.0184	8.5
3	12/23/2004		1.1757	0.1555	0.0396	21.1

Record: 1 of 3

Use buttons below to change Compounds:

Record: 1 of 2

Figure 62 - Test Review Screen: Average Emissions Tab

The top part of the screen shows the applicable state and federal regulation for the test report as was entered in Question 2 of the Regulations Screen of the test plan.

The bottom part of the screen shows the emissions for each compound.

Review the emissions for each compound and select the appropriate response for the **Compliance** column pick list for each listed regulation. The options are Yes, No, or Indeterminate.

Run DQQs

Each run contains a set of data quality questions (DQQs) based on the method used for the run. Answering Yes or No will help the agency determine the acceptability of the run data.

Question	Value (Y/N)
Is the QC within 15% of the calibration standards?	
Are the blank reagent and media concentrations below specs?	Y
Does the average yaw angle meet the criteria of 20 degrees or less (absolute basis) at this location?	Y
Does the location meet the Method 1 minimum criteria of disturbances being 2 dia upstream and 0.5 dia downstream of ports?	Y
Was the average velocity greater than 10 fps?	Y
Is the pitot calibration data included in the test report? Does it meet the calibration criteria?	Y
Is pitot tube coefficient used for velocity calculations the same as the coefficient reported in the calibration data?	Y
Is thermocouple calibration data present? Do the thermocouples meet required tolerance of +/- 1.5%?	N

Figure 63 - Test Review: Run DQQs Tab

Select **Y** or **N** from the **Value (Y/N)** pick list for each question.

Process DQQs

Each process run contains a set of DQQs. Answering Yes or No will help the agency determine the acceptability of the process data.

Question	Value (Y/N)
Is the actual operating parameter outside of the target operating range?	
Were the control devices operating outside of the target operating range?	N
Is the process calibration data included?	Y

Figure 64 - Test Report Review: Process DQQs Tab

Select **Y** or **N** from the **Value (Y/N)** pick list for each question.

Emission Factor Export

ERT has the ability to create emission factors based on process and run data. It also has the ability to create an XML export file that can be imported into EPA's WebFIRE program.

Click the **Emission Factor Export** button on the **ERT Main Menu**.

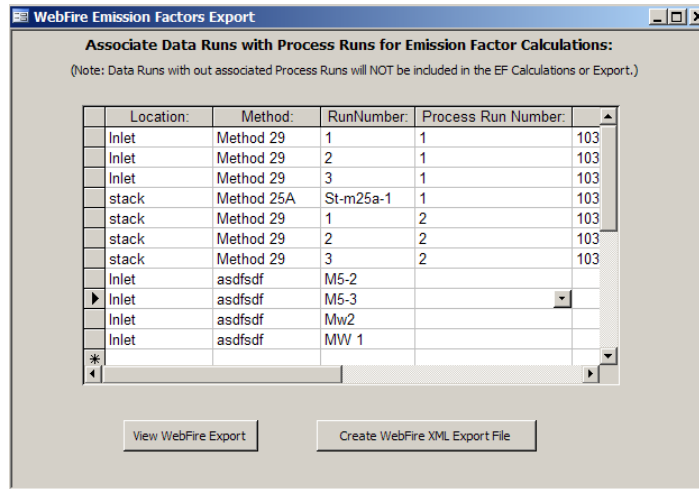


Figure 65 - WebFIRE Emission Factors Export Window

To create emission factors, the run data needs to be associated with the process data. Do this by selecting the **Process Run Number** from the pick list for each location / method.

Click the **View WebFIRE Export** button.

SCC	Poll_NEI_Code	PollName	CAS_Number	MethodName	Process_De	Process_Par	Process_Par	Process_Par	Process_Par
10300103	7440382	Arsenic	7440-38-2	Method 29	PROCES 4	Anthracite	0	Ox	Cc
10300103	7440439	Cadmium	7440-43-9	Method 29	PROCES 4	Anthracite	0	Ox	Cc
10300103	7440473	Chromium	7440-47-3	Method 29	PROCES 14	Anthracite	0	Ox	Cc
10300103	7439921	Lead	7439-92-1	Method 29	PROCES 14	Anthracite	0	Ox	Cc
10300103	7439965	Manganese	7439-96-5	Method 29	PROCES 14	Anthracite	0	Ox	Cc

Figure 66 - WebFIRE Export Window

This window shows the data that will be exported to WebFIRE in an XML file. Use the scroll bars to view more information.

Click the **Create WebFIRE XML Export File** button to create the XML file that can be sent to EPA to be imported into WebFIRE.